

LANGUAGES TEACHERS SEEKING APPROVAL TO TEACH

PRACTICUM REQUIREMENTS

There are three categories of DoE teachers seeking approval to teach languages and needing to meet the professional experience requirements:

- 1) Teachers in DoE primary or secondary schools (including Sydney School of Languages) who are currently teaching languages;
- 2) Teachers in DoE primary or secondary schools who are teaching grade classes or subjects other than languages. They are seeking approval to teach Languages in their own schools;
- 3) Teachers in DoE primary or secondary schools who are teaching grade classes or subjects other than languages and are seeking approval to teach Languages in schools other than their own.

Group 1 - Teachers in DoE primary or secondary schools (including Sydney School of Languages) who are currently teaching the language

This group of teachers will be credited for teaching their regular language classes. They will receive a visit from the tertiary supervisor, one or more lessons will be observed and with the approval of this supervisor and their co-ordinating teacher they will be deemed as having met professional experience requirements.

Group 2 - Teachers in DoE primary or secondary schools who are teaching grade classes or subjects other than languages. They are seeking approval to teach Languages in their own schools

For this group of teachers the school will organise internally for teachers to undertake the equivalent of a 15-day practicum on languages classes. The 15 days will include lesson observations, lesson planning and preparation, teaching of lessons across a range of year groups (if possible), staff meetings etc. Teachers will be required to complete a log of their 15 day practicum and a 250-300 word written reflection of the practicum experience. They will receive a visit from the tertiary supervisor, one or more lessons will be observed and with the approval of this supervisor and their co-ordinating teacher they will be deemed as having met professional experience requirements.

Group 3 - Teachers in DoE primary or secondary schools who are teaching grade classes or subjects other than languages and are seeking approval to teach Languages in schools other than their own.

For this group, teachers would find their own 15-day placements with SICLE and DoE support where needed. The 15 days will include lesson observations, lesson planning and preparation, teaching of lessons across a range of year groups (if possible), staff meetings etc. Teachers will be required to complete a log of their 15 day practicum and a 250-300 word written reflection of the



practicum experience. They will receive a visit from the tertiary supervisor, one or more lessons will be observed and with the approval of this supervisor and their co-ordinating teacher they will be deemed as having met professional experience requirements.

For all three groups of teachers, the school will appoint a field experience co-ordinator for the teacher. This could be the school's practicum co-ordinator, head of department or experienced languages teacher. In addition, SICLE will appoint a tertiary supervisor who would visit the school, observe and meet with the practicum teacher and the co-ordinator.

SICLE Contacts

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Instructions for teachers wishing to undertake a Languages practicum

For all practicum teachers:

Step 1.

Find a school that is able to accept you as a Languages practicum teacher. SICLE will be able to assist teachers in locating schools that teach the language required. Gain permission from the principal of the practicum school.

Step 2.

Identify a co-ordinating teacher.

Step 3.

Email SICLE at sicle.curriculum@sydney.edu.au the details of your proposed practicum. Include:

- Your name, email, phone number
- Language you will be teaching
- Name of School
- Name and email of Principal
- Name and email of co-ordinating teacher
- Dates of your practicum

Step 4.

SICLE will contact you and your co-ordinating teacher to organise a suitable day and time to visit the school, observe one or more lessons and meet with you and your co-ordinating teacher.

Step 5.

For Group 1 teachers:

After the lesson/s have been observed by the tertiary supervisor, email the Languages Professional Experience Report signed by the practicum teacher and the co-ordinating teacher to SICLE at sicle.curriculum@sydney.edu.au

For Groups 2 and 3 teachers:

Email the Language Practicum Logbook, reflection of your practicum and the Languages Professional Experience Report signed by the practicum teacher and the co-ordinating teacher at the end of your practicum to SICLE at sicle.curriculum@sydney.edu.au

Once all required completed documentation has been received and approved, SICLE will email teachers a Certificate of Completion for the Languages Practicum.

Role of the co-ordinating teacher

First of all, thank you for sharing your knowledge, experience and precious time in supporting this teacher who would like to add Language to their teaching methods.

Apart from the teaching of language lessons, the 15 day practicum may include lesson observations, lesson planning and preparation time, language resource development, language professional learning etc.

The co-ordinating teacher is asked to:

- Ensure the practicum teacher receives a timetable of language lesson/activity/observations
- Share with the practicum teacher any relevant curriculum materials such as syllabus, programs, current Units of Work, teaching and learning resources etc
- Provide relevant details about the school setting – key teachers, school routines, school policies etc
- Provide any school induction documentation
- Meet with the Tertiary supervisor at agreed time to discuss the progress of the practicum teacher
- Complete and sign a Languages Practicum Report at the end of the practicum. The Languages Practicum Report aligns to the national teaching standards. Please comment on how the practicum teacher addresses each standard.



Reflection of Language Practicum

Write 250-300 words reflection on your language practicum experience. You could address the following questions:

What did you find most rewarding from your practicum experience?

What did you find challenging?

How does teaching of Languages differ from the teaching of other subjects?

What were some of the interactions you had with students/teachers/parents that you found interesting?

What content did you teach? How did you assess student's progress? What resources did you use?



Languages Professional Experience Report

Name: School: Language: Dates: Co-ordinating teacher:
Standard 1: Know the students and how they learn
Standard 2: Know the content (syllabus) and how to teach it
Standard 3: Plan and implement effective teaching and learning
Standard 4: Create and maintain supportive and safe learning environments
Standard 5: Assess, provide feedback and report on student learning
Standards 6 & 7: Engage in professional learning with colleagues
General comments on Languages practicum experience
Co-ordinating teacher's signature: Date:
Practicum teacher's signature: Date: